



**European Committee
of the Regions**

Directorate C - Legislative Works 2

CALL FOR TENDERS CDR/TL2/23/2019

**Multiple framework contract for studies in the fields of Economic Policies and
Governance**

TENDER SPECIFICATIONS

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1. INFORMATION ON TENDERING

1.1 Participation

Participation in this procurement procedure is open on equal terms to all natural and legal persons coming within the scope of the Treaties, as well as to international organisations.

It is also open to all natural and legal persons established in a third country which has a special agreement with the Union in the field of public procurement on the conditions laid down in that agreement.

For British tenderers:

Please be aware that after the UK's withdrawal from the EU, the rules of access to EU procurement procedures of economic operators established in third countries will apply to tenderers from the UK depending on the outcome of the negotiations. In case such access is not provided by legal provisions in force tenderers from the UK could be rejected from the procurement procedure.

1.2 Procedure and nature of the contract

This is an open procedure for call for tenders for the conclusion of a Multiple Service Framework Contract (FWC).

By "multiple service framework contract" is meant a situation whereby identical service framework contracts are concluded between the Committee of the Regions (henceforth "the Committee", "the CoR" or "the Contracting Authority") and several service providers with a view to ensuring that a contract can be performed in succession by one or the other of the Contractors, in descending order.

Multiple service framework contracts will be concluded with the **three** tenderers ranked best in the evaluation of the bids. A list of Contractors in descending order will be drawn up based on the award criteria set out in the present tender specifications. The multiple service framework contract will be implemented through specific contracts (Annex III to the FWC). The nature of services and tasks covered are described in section 2. If the first Contractor is unavailable to carry out the work within the set time limits, the request to provide services will be automatically sent to the next Contractor on the list, in descending order. Should a specific contract be partially paid more than once during the contract implementation, the Committee shall be entitled to place future specific contracts with the next Contractor on the list.

The attention of tenderers is drawn to the fact that the Contract does not constitute an order but simply aims to establish the legal, financial, technical and administrative provisions that govern relations between the contracting parties during the period that the contract is in force. The model of the contract for the tender is contained in Annex I. Tenderers shall take it into account when drawing up proposals.

The signing of the contract does not constitute a commitment for the Committee of the Regions to sign a specific contract, nor does it confer any exclusivity on the Contractor with regard to the services covered by the contract. In any event, the Committee of the Regions reserves the right to cease placing

orders at any time during the validity of the contract, and shall not be liable for any compensation in this respect.

Whenever the Committee of the Regions wishes to obtain services covered by the contract, it must send the Contractor a specific contract stating the exact terms and conditions for the performance of the contract, including the price, and the completion periods in accordance with the conditions stipulated in the contract.

Upon receiving a specific contract, the Contractor must return the given document to the CoR, duly dated and signed, within a period of five working days. This represents the Contractor's acknowledgement of the receipt of the order and his acceptance of the conditions for the performance of the contract.

1.3 Contractual conditions

The tenderer should bear in mind the provisions of the draft contract which specifies the rights and obligations of the Contractor, particularly those on payments, performance of the contract, confidentiality, and checks and audits (see Annex I).

The law applicable to the contract shall be Union law, complemented, where necessary, by Belgian national law. Any dispute between the parties resulting from the interpretation or application of the contract which cannot be settled amicably shall be brought before the courts of Brussels.

1.4 Compliance with applicable law

The tender must comply with applicable environmental, social and labour law obligations established by Union law, national legislation, collective agreements or the international environmental, social and labour conventions listed in Annex X to Directive 2014/21/EU¹.

1.5 Duration and place of performance of the contract

The duration of the contract shall be of one year with effect from the date on which it is signed by the last contracting party, with the possibility of extension for a further three periods of a maximum of one year each.

The Committee of the Regions reserves the express right not to renew the contract.

As a general rule, the services that can be carried out by Contractors under this procedure will be performed at the Contractor's premises.

1.6 Calendar, submitting appraisal documents and meetings

1.6.1 Calendar

¹ Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC ([OJ L 94, 28.3.2014, p. 65](#)).

The time-frame for delivery of services will be set out in each specific contract, with a specific delivery date.

1.6.2 Submitting appraisal documents

Services performed by the Contractors under specific contracts shall be set out in documents that the Contractor will send to the Committee in electronic form (by email) unless otherwise indicated. A word version (not a pdf) of the report should always be sent by electronic mail to studies@cor.europa.eu and to the address indicated in the relevant specific contract. The tenderer may also be requested to forward these documents electronically or by CD-ROM and/or another digital storage device, in a type and format which can be used by the Committee (Word, Excel or similar programmes).

1.6.3 Interim reports

If a specific contract requires an interim report, the latter shall set out the work carried out and the results obtained at the date established for the delivery of the interim report. It will reveal in particular the possible consequences of the results obtained on all the work being carried out under the specific contract and on the work programme covering the period up to the day of the delivery of the final report.

Interim reports will be sent to the Committee on the date specified in the specific contract.

1.6.4 Final document

The final document will set out all the work carried out and will include the results obtained in performance of the specific contract. Moreover, it will contain an executive summary of the main results obtained. The final document on each provision of expertise must be signed by the Contractor or its experts responsible for carrying out the services set out in these tender specifications.

The draft of this document will be submitted to the Committee no later than the day mentioned in the specific contract. Then, the Committee will inform the Contractor of its acceptance or comments, within the time specified in Article I.6.3 of the contract. The Contractor will submit the final document to the Committee within the time specified in Article I.6.3 of the contract.

1.6.5 Meetings

When needed, as referred to in section 2.4.2, meetings between the Contractors and the Committee on the quality of the services provided under the specific contracts, could be held at the Committee's premises in Brussels. These meetings will provide an opportunity to ensure that the following contractual commitments are met:

- compliance with quality standards;
- the speed and quality of response to service requests;
- compliance with deadlines;
- the quality of contract administration;
- the quality of the services provided.

1.7 Joint tenders

A joint tender is a situation where a tender is submitted by a group of economic operators (natural or legal persons). Joint tenders may include subcontractors in addition to the members of the group.

In case of joint tender, all members of the group assume joint and several liability towards the Contracting Authority for the performance of the contract as a whole, i.e. both financial and operational liability. Nevertheless, tenderers must designate one of the economic operators as a single point of contact (the leader) for the Contracting Authority for administrative and financial aspects as well as operational management of the contract.

After the award, the Contracting Authority will sign the contract either with all members of the group, or with the leader on behalf of all members of the group, authorised by the other members via powers of attorney.

1.8 Subcontracting

Subcontracting is permitted but the Contractor will retain full liability towards the Contracting Authority for performance of the contract as a whole.

Tenderers are required to identify all subcontractors whose capacity is necessary to fulfil the selection criteria. During contract execution, the change (removal, replacement and/or addition) of any subcontractor identified in the tender will be subject to prior written approval of the Contracting Authority.

1.9 Form and content of the tender

The tender must be signed by the tenderer's authorised representative(s). It must be submitted in three copies (one original and two copies of the original) in one of the official languages of the European Union.

Tenderers may present their bid in recto-verso format and/or printed on recycled paper. (Recycled paper: paper that is composed of recycled fibre and is either elementally chlorine-free (ECF) or totally chlorine-free (TCF)).

No expenditure borne in connection with the preparation and submission of tenders shall be refunded.

The fact that the conditions of the invitation to tender have been met does not place any obligation on the Committee of the Regions to award a contract.

The Committee of the Regions shall not be liable for any compensation in respect of tenderers whose tenders are rejected. The same applies if it decides not to award a contract.

All documents submitted by the tenderers shall become the property of the Committee of the Regions. These documents shall be treated as confidential.

The tenders must be presented as follows:

Part A: Identification of the tenderer (see section 1.10)

Part B: Technical proposal, which has to include in separate sections the following information:

Part B.1: Evidence for exclusion criteria (see section 3.2)

Part B.2: Evidence for selection criteria (see section 3.3)

Part B.3: Technical offer (see section 3.5)

The technical offer must cover all aspects and tasks required in the technical specifications and provide all the information needed to apply the award criteria. Offers deviating from the requirements or not covering all requirements may be rejected on the basis of non-compliance with the tender specifications and will not be evaluated.

Part C: Financial offer (see section 3.5.2)

The price for the tender must be quoted in euro. Tenderers from countries outside the euro zone have to quote their prices in euro. The price quoted may not be revised in line with exchange rate movements. It is for the tenderer to bear the risks or the benefits deriving from any variation.

Prices must be quoted free of all duties, taxes and other charges, including VAT, as the European Union is exempt from such charges under Articles 3 and 4 of the Protocol on the privileges and immunities of the European Union. The amount of VAT may be shown separately.

The quoted price must be a fixed amount which includes all charges (including travel and subsistence). Travel and subsistence expenses are not refundable separately.

Should the contractor be requested to present study results connected to the execution of this FWC at a Committee of the Regions meeting, travel and accommodation expenses will be refunded on the basis of the provisions of the regulation applicable to third parties participating in the activities of the Committee of the Regions, that will be in place at the time of the meeting.

1.10 Identification of the tenderer

The tender must include a standard identification form (see Annex II) signed by an authorised representative presenting the name of the tenderer (including all entities in case of joint tender) and identified subcontractors if applicable, and the name of the single contact point (leader) in relation to this procedure.

In case of joint tender, the identification form must be signed either by an authorised representative for each member, or by the leader authorised by the other members with powers of attorney. The signed powers of attorney must be included in the tender as well. Subcontractors that are identified in the tender must provide a letter of intent signed by an authorised representative stating their willingness to provide the services presented in the tender and in line with the present tender specifications.

Together with the requested identification form, all tenderers (including all members of the group in case of joint tender) must provide a signed Legal Entity Form with its supporting evidence². The form

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Please see this information on the Legal Entity Form and its supporting evidence:
http://ec.europa.eu/budget/library/contracts_grants/info_contracts/instructions_fich_le_en.pdf

is available on:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

Tenderers that are already registered in the Contracting Authority's accounting system (i.e. they have already been direct Contractors) must provide the form but are not obliged to provide the supporting evidence.

The tenderer (or the leader in case of joint tender) must provide a Financial Identification Form with its supporting documents. Only one form per tender should be submitted. No form is needed for subcontractors and other members of the group in case of joint tender. The form is available on: http://ec.europa.eu/budget/contracts_grants/info_contracts/index_en.cfm

The tenderer (and each member of the group in case of joint tenders) must declare in the identification form (Annex II) whether it is a Small or Medium Size Enterprise in accordance with Commission Recommendation 2003/361/EC. This information is used for statistical purposes only.

1.11 Documentation for tenderers

The tendering documents are available at the following Internet address:

Link: <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=4536>

Tenderers are requested to regularly verify the Internet site mentioned above.

1.12 The CoR's environmental policy

The CoR attaches particular importance to the environmental footprint of its buildings and activities. It has been awarded EMAS³ and ISO 14:001 certification since 2011. In this connection, the CoR has undertaken at the highest level to inform all those working for it, including contractors, about the environmental policy⁴ it has drawn up.

³ Eco-Management and Audit Scheme in accordance with Regulation (EC) No. 1221/2009 of the European Parliament and of the Council, 25 November 2009.
<http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32009R1221&from=en>

⁴ <http://cor.europa.eu/en/Pages/environmental-statement.aspx>

2. TECHNICAL SPECIFICATIONS

2.1 Purpose and context of the contract

In the light of the institutional context, the Committee of the Regions intends to set up a network of external experts, recruited on the basis of a call for tenders. This network of experts will provide the CoR with a rapid response capability, allowing broader consultation of local and regional players, offering CoR commissions the possibility of drawing up specific opinions on topics of current interest and enabling the CoR to draw on databases and knowledge built up by research centres or universities in the evaluation of policies.

Since the adoption in 2005 of the Cooperation Protocol with the European Commission, the Committee of the Regions has been involved upstream in the development of European policies. In particular, the Committee is called on to prepare outlook opinions on issues with a strong regional impact in advance of Commission proposals for legislation and even before the Commission starts consultations on a given topic. According to the same protocol the Committee of the Regions may be called by the European Commission to cooperate on impact assessments carried out in advance of the publication of selected policy or legislative initiatives.

The implementation of the recent Cooperation Agreement with the European Parliament also requires a much broader involvement of local and regional authorities in the early phase of the legislative process and gives the Committee of the Regions a pivotal role in this consultation process. In the spirit of the Cooperation Agreement, the Committee of the Regions may be asked to prepare impact assessments on the performance of the existing legislation at national, regional and local level and may issue opinions with suggestions to improve the legislation in place.

The Committee of the Regions' White Paper on multi-level governance brings the concept of multi-level governance forward and outlines in a clearer way the various possibilities local and regional authorities have to participate in policy making at the EU level⁵.

2.2 General subject of the contract

The purpose of this call for tenders is to enable the Committee of the Regions' services to have at their disposal a framework contract for the provision of scientific, legal, documentary and editorial assistance services to the Committee of the Regions' bodies, members, rapporteurs and services. This request for services entrusted to external experts is one of the measures taken to provide members with better services in order to strengthen and enhance the Committee of the Regions' consultative work within the framework of the legislative process.

2.3 Specific subject

The need to improve the quality of consultative and outlook opinions and impact reports requires appropriate back-up for rapporteurs. This in turn requires assistance from qualified experts not only to advise rapporteurs but also to assist the Committee's services in the preparation of reports, fact sheets

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<http://portal.cor.europa.eu/mlgcharter/Pages/default.aspx>

and file notes of various kinds on the full range of subjects covered by the political activities of the Committee of the Regions.

The activities envisaged involve the provision of various types of expertise for assisting the CoR's services in analytical work, research and planning designed to provide the CoR with in-depth knowledge that will enable it to strengthen its consultative and political role at inter-institutional level. The requested expertise should focus in particular on the local and regional dimension of the EU policies and legislation and their impact on local and regional authorities.

Within the scope of this contract the CoR would like to use external expertise in the policy fields relevant for the remits of the Commission for Economic Policy (ECON). The Contractor shall maintain an overview of the subject matters as specified below in the context of the Union's overall activities, institutional structure and legal system and be able to make references to possible future developments of strategic importance.

The spheres of activity covered by this call for tenders reflect the CoR's political priorities from the perspective of Local and Regional authorities in the following indicative areas of activity:

- Competition and State Aid, International Trade and Tariffs, Public Procurement
- Industrial and SME Policy, Internal Market
- European Semester, Economic Governance, European Monetary Union policy, Taxation
- Investments of local and regional authorities and related challenges
- Sustainable Development Goals

The tenderer will have to be capable of providing all the services detailed below. The submission of a tender for only part of the tasks is strictly prohibited and will lead to the exclusion of the tender.

2.4 Various types of expertise providing support for the work of the Committee of the Regions

2.4.1 General remarks

The various types of expertise requested below should be based upon sound methodologies, including clear, mutually agreed research questions put forward in the requests submitted by the Committee of the Regions. Wherever necessary, specifications and explanations can be provided through further communication between the Contractor and the Committee of the Regions.

Secondary research such as literature reviews (adding an appropriate methodology) could be requested as well as primary research such as elaborating a survey or analysing the return of a survey exercise. However, while literature and databases are valuable sources of information, the Contractor shall be able to provide primary research and latest data and examples to illustrate the findings.

All texts, whatever their form, drawn up in support of the work of the Committee of the Regions must meet high standards of editorial quality and strict presentation criteria (see table on next page) and, above all, attest to scientific excellence and political independence on the part of the author. English will be the working language. The various documents which are the subject of these specifications will be submitted to the Committee of the Regions in English.

Lay-out rules for all reports, file notes and fact sheets
Document Setup

<u>Page Setup</u>			
Portrait	Top	2.5 cm	
	Bottom	2.5 cm	
	Left	2.5 cm	
	Right	2.5 cm	
	Gutter	0 cm	
	Header	1 cm	
	Footer	1 cm	
Landscape	Top	2.5 cm	
	Bottom	2.5 cm	
	Left	2.5 cm	
	Right	2.5 cm	
	Gutter	0 cm	
	Header	1 cm	
	Footer	1 cm	
<u>Font</u>			
Times New Roman	Chapter title	24	Bold
	Heading	18 or 16 (depending on "importance")	Bold or italic or regular, lower case, small caps or underlined (depending on "importance")
	Text	14	Regular
	Footnote	10	Regular
<u>Paragraph</u>			
Text	Alignment	Justified	
	Indentation	None	
	Spacing before	0 pt	
	Spacing after	0 pt	
	Line spacing	Single	
Footnote	Alignment	Justified	
	Indentation	None	
	Spacing before	0 pt	
	Spacing after	0 pt	
	Line spacing	Single	
<u>Page numbers</u> (bottom, centred)	Beginning with the text (after foreword and after table of contents)	ALWAYS on a RIGHT page (odd numbered) page	
<u>Table of contents</u>			
In form of a table (centred) bearing the page numbers			
<u>Tables, figures</u>			
	Centred		

2.4.2 Deliverables

File notes and fact sheets

File notes and fact sheets cover all files pertaining to the CoR commissions' work programmes and topical issues. File notes provide a critical and scientifically substantiated analysis of the relevant policy and legal aspects of a legislative proposal or consultative document (Green Paper, White Paper, Communication, etc.). They also provide clear and exact answers to specific research questions and look into specific territorial dimensions of the initiative in question. Fact sheets provide factual and synthetic information on a topical issue.

Where required, file notes and fact sheets provide also an analysis of case law and/or academic publications relevant in terms of subsidiarity and/or proportionality. They could also be a literature review based on specific databases provided that the Contractor delivers an appropriate description of the applied methodology.

File notes and fact sheets may also be requested in order to meet the regulatory obligations laid down by Rules 55(2) and 55(3) of the CoR's Rules of Procedure⁶, which respectively require that Committee of the Regions opinions contain an explicit reference to the application of the subsidiarity and proportionality principles and assess the expected impact on administration and regional and local finances.

In certain cases, a file note will be requested for the needs of the territorial (TIA) and urban (UIA) impact assessments, carried out by the Committee of the Regions, serving as a preparatory document for TIA/UIA workshops. Depending on the assessment, the Contractor might be asked to propose questions for public consultations and structured interviews (addressing mostly local and regional authorities) as well as research in data availability for certain indicators.

File notes can vary in length, ranging from a few pages to more structured documents of 10 to 20 pages.

They have to be written within a relatively short timeframe (as specified in the specific contract), which will depend on the complexity and urgency of the matter at hand (from a few days to a maximum of 4 weeks).

Reports

By providing a more in-depth analysis of a certain policy area or policy initiative, and its impact on local and regional authorities, reports can for instance contribute to the preparation of an own-initiative opinion or an outlook opinion. They can also support the preparation of CoR impact assessments, or contribute to the preparation of a conference or a workshop.

Opinions are the main instrument by which the CoR participates to the legislative process, pursuant to the provisions of Article 307 of the Treaty on the functioning of the European Union. Opinions are drawn up on the basis of a consultation by the European Parliament, by the Council or by the

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[http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32014Q0305\(01\)&from=EN](http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32014Q0305(01)&from=EN)

European Commission, and aim to highlight the views, concerns and proposals of local and regional authorities on a legislative or policy proposal. The areas of obligatory and optional consultation are defined by the Treaty on the functioning of the European Union.

In some instances, the CoR may decide to adopt own-initiative opinions, stressing the specific regional and local interests in a given policy area. Such opinions may be drawn up in response to European Commission's communications, reports or legislative proposals that are forwarded to the CoR for information. Such opinions may also be adopted at the request of the Member State holding or that will hold the upcoming Presidency of the Council or at the CoR's own initiative.

Outlook opinions are prepared on issues with a strong regional impact in advance of Commission proposals for legislation and even before the Commission starts consultations on a given regulation.

Reports are documents as a rule comprising some 50-100 pages. Certain reports are based on the results of a questionnaire (survey) mostly addressed to local and regional authorities, drawn up and sent by the Contractor with the agreement of the CoR. In cases where a comparative analysis of several Member States is needed, it should cover at least one quarter of the Member States and take into account their diversity, in terms of both their size and their geographical location.

When drafting such reports, the Contractor will take care to act in cooperation with the CoR's services. To this end, the tenderer must make provision for one meeting in the detailed statement of costs included in the tender. Further details on the scope and arrangements for such a meeting are provided in section 1.6.5.

Moreover, it should be noted that the reports will always include an executive summary, an introduction and a conclusion and that, in the majority of cases, a presentation will be held at the relevant CoR commission meeting. In the context of these invitations, travel and accommodation expenses of the Contractor will be refunded on the basis of the relevant CoR regulation that will be applicable at the time of the meeting, and therefore shall not be included in the tender calculation.

Together with the final version of the report, the Contractor is requested to provide a power point presentation of maximum 4 slides for the 50-page reports and of maximum 7 slides for the 100-page reports. The power point presentation should summarize the main outcomes included in the report.

The deadline set for the preparation of a report varies according to the urgency of the issue (if necessary, the inter-institutional timetable shall be taken into account) and its complexity, but should not, in general, exceed four months.

Whenever relevant, the issue of subsidiarity and proportionality, more specifically as defined in the Protocol on the Application of the Principles of Subsidiarity and Proportionality of the Treaty on European Union (Protocol number 2 annexed to the Treaties) must also be discussed in these reports.

3. EVALUATION OF TENDERERS AND TENDERS

3.1 Evaluation steps

The evaluation of tenderers and tenders is based solely on the information provided in the submitted tender. It involves the following:

- Verification of non-exclusion of tenderers on the basis of the exclusion criteria;
- Selection of tenderers on the basis of the selection criteria:
 - legal and regulatory capacity
 - economic and financial capacity
 - technical and professional capacity
- Verification of compliance with the minimum requirements set out in these tender specifications;
- Evaluation of tenders on the basis of the award criteria:
 - technical evaluation of the tender
 - financial evaluation of the tender

The Contracting Authority may reject abnormally low tenders, in particular if it established that the tenderer or a subcontractor does not comply with applicable obligations in the fields of environmental, social and labour law (see section 1.4).

The Contracting Authority will assess these criteria in no particular order. The successful tenderer must pass all criteria to be awarded the contract.

3.2 Verification of non-exclusion

All tenderers must provide a declaration on honour (see Annex IV), signed and dated by an authorised representative, stating that they are not in one of the situations of exclusion listed in that declaration on honour.

In case of joint tender, each member of the group must provide a declaration on honour signed by an authorised representative.

In case of subcontracting, all subcontractors whose capacity is necessary to fulfil the selection criteria must provide a declaration on honour signed by an authorised representative.

The successful tenderer must provide the documents mentioned as supporting evidence in the declaration on honour before signature of the contract and within a deadline given by the Contracting Authority. This requirement applies to each member of the group in case of joint tender and to all subcontractors whose capacity is necessary to fulfil the selection criteria.

The obligation to submit supporting evidence does not apply to international organisations.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit the documentary evidence if it has already been submitted for another procurement procedure organised by the CoR and provided the documents were issued not more than one year before the date of their request by the Contracting Authority and are still valid at that date. In such cases, the tenderer must declare on its honour that the documentary evidence has already been provided in a previous procurement procedure, indicate the reference of the procedure and confirm that there has been no change in its situation.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit a specific document if the Contracting Authority can access the document in question on a national database free of charge.

3.3 Selection criteria

Tenderers must prove their legal, regulatory, economic, financial, technical and professional capacity to carry out the work subject to this procurement procedure.

The tenderer may rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the Contracting Authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal.

3.3.1 Declaration and evidence

The tenderers (and each member of the group in case of joint tender) and subcontractors whose capacity is necessary to fulfil the selection criteria must provide the declaration on honour (see Annex IV), signed and dated by an authorised representative, stating that they fulfil the selection criteria applicable to them individually. For the criteria applicable to the tenderer as a whole the tenderer (sole tenderer or leader in case of joint tender) must provide the declaration on honour stating that the tenderer, including all members of the group in case of joint tender and including subcontractors if applicable, fulfils the selection criteria for which a consolidated assessment will be carried out.

This declaration is part of the declaration to be used for exclusion criteria (see section 3.2) therefore only one declaration covering both aspects should be provided by each concerned entity.

After the award of the contract, and before signature of the contract, the successful tenderers will be required to provide the evidence mentioned below within a deadline given by the Contracting Authority. This requirement applies to each member of the group in case of joint tender and to subcontractors whose capacity is necessary to fulfil the selection criteria.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit the documentary evidence if it has already been submitted for another procurement procedure organised by the CoR and provided the documents were issued not more than one year before the date of their request by the Contracting Authority and are still valid at that date. In such cases, the tenderer must declare on its honour that the documentary evidence has already been provided in a previous procurement procedure, indicate the reference of the procedure and confirm that there has been no change in its situation.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit a specific document if the Contracting Authority can access the document in question on a national database free of charge.

3.3.2 Legal and regulatory capacity

Tenderers must prove that they are allowed to pursue the professional activity necessary to carry out the work subject to this call for tenders. The tenderer (including each member of the group in case of joint tender) must provide the following information if it has not been provided with the Legal Entity Form:

- for legal persons, a legible copy of the notice of appointment of the persons authorised to represent the tenderer in dealings with third parties and in legal proceedings, or a copy of the publication of such appointment if the legislation applicable to the legal person requires such publication. Any delegation of this authorisation to another representative not indicated in the official appointment must be evidenced.
- for natural persons, if required under applicable law, a proof of registration on a professional or trade register or any other official document showing the registration number.

3.3.3 Economic and financial capacity

The tenderer must have the necessary economic and financial capacity to perform this contract until its end. In order to prove their capacity, the tenderer must comply with the following selection criterion:

- turnover of at least two out of the three last financial years at least equal to EUR 200 000; this criterion applies to the tenderer as a whole, i.e. the combined capacity of all members of a group in case of a joint tender (including subcontractors).

On request from the Contracting Authority, the tenderer should be able to provide the following evidence at short notice:

- copy of the profit and loss accounts and balance sheet for the last three years for which accounts have been closed from each concerned legal entity;
- failing that, appropriate statements from banks;

If, for some exceptional reason which the Contracting Authority considers justified, a tenderer is unable to provide one or other of the above documents, it may prove its economic and financial capacity by any other document which the Contracting Authority considers appropriate. In any case, the Contracting Authority must at least be notified of the exceptional reason and its justification. The Committee of the Regions reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

3.3.4 Technical and professional capacity

A. Criteria relating to tenderers

Tenderers (in case of a joint tender the combined capacity of all members of the group and identified subcontractors) must comply with the following criteria:

- **Criterion A1:** the tenderer must provide evidence of having carried out over the last 3 years at least 5 study projects, the combination of which must show coverage of at least 12 of the EU Member States.
- **Criterion A2:** the tenderer must prove experience of having carried out over the last 3 years at least 5 study projects delivered in the research fields relating to the subjects covered by this call for tenders (see section 2.3).
- **Criterion A3:** the tenderer must prove capacity to draft reports in English.

On request from the Contracting Authority, the tenderer should be able to provide the following evidence at short notice:

- Evidence for Criteria A1 and A2: list of relevant study projects provided in the past three years, with amounts, dates and recipients, public or private. The most important services shall be accompanied by certificates of satisfactory execution, specifying that they have been carried out in a professional manner and have been fully completed.
- Evidence for Criterion A3: the tenderer must provide one document of at least 10 pages (report, study, etc.) drafted in English and published or delivered to a client in the last two years.

B. Criteria relating to the team delivering the service:

The team delivering the service should include, as a minimum, the following profiles. Evidence will consist in CVs of the team responsible to deliver the service, to be provided on request of the Contracting Authority. Each CV should indicate the intended function in the delivery of the service.

B1 - Project Manager: at least 5 years' experience in project directing, including overseeing project delivery, quality control of delivered service, client orientation and conflict resolution; experience in at least one similar project and in directing a team of at least 5 people.

Evidence: CV.

B2 - Language quality check: at least 4 members of the team should have native-level language skills in English or equivalent (corresponding to "C2 – Proficient User" level of the Common European Framework of Reference for Languages: Learning, Teaching, Assessment), as guaranteed by a certificate or past relevant experience.

Evidence: a language certificate or past relevant experience.

B3 – Expert(s) in the research fields relating to the subjects covered by this call for tenders (see section 2.3): at least 5 years' professional experience in the relevant research field(s). University degree or equivalent higher education degree.

Evidence: CV.

B4 - Team for data collection: collectively the team should have knowledge (corresponding to "B2 – Independent User" level of the Common European Framework of Reference for Languages: Learning, Teaching, Assessment) of at least 6 EU languages and proven experience of 3 years in data collection techniques.

Evidence: CV and a language certificate or past relevant experience.

3.4 Verification of compliance with the minimum requirements

The evaluation committee will assess the compliance of the tender with the minimum requirements contained in the present tender specifications.

Offers deviating from the requirements defined in the tender specifications or not covering all requirements will be excluded on the basis of non-conformity with the tender specifications and will not be evaluated.

3.5 Award criteria

Tenderers must illustrate their technical proposal in detail.

For the delivery of file notes or reports and for the provision of expertise in the areas covered by this call for tenders, they should:

- describe the proposed working methods and give details of the human and technical resources at their disposal that will enable them to act promptly when a specific request for collaboration is made by the CoR;
- provide two scenarios detailing the organisation of work foreseen for 1.the preparation of a 10-page file note and 2. the preparation of a 50-page report requiring a questionnaire.⁷

For the call for tenders' specific area of action, tenderers must present:

- the theoretical framework(s) (e.g. economy, law and political science) within which they will be located,
- the methodological approach to data collection and processing which they may use (e.g. institutional assessment and quantitative surveys; available databases, etc.),
- the different partnerships and associated networks, which they may use to ensure a broad geographical and linguistic coverage.

⁷

No specific forms are to be provided. It is upon the tenderer to decide how to best demonstrate these scenarios.

The proposal should also include details of follow-up procedures and quality-control measures, order planning and administration.

The contract will be awarded based on the most economically advantageous tender, according to the "best price-quality ratio" award method (section 4).

3.5.1 Technical evaluation of the tenders

The quality of the tender will be evaluated based on the following criteria. The maximum total quality score is 100 points.

1. Organisation of the work, including distribution of roles and responsibilities, global allocation of time and human and other resources. The tender should provide details on this allocation and the rationale behind it (this criterion must inter alia be demonstrated through the two above-mentioned scenarios).

Maximum: 40 points, minimum: 50%

The points for this criterion will be distributed as follows:

- Description of the proposed working methods: maximum 20 points.
- Scenario for the preparation of a 10-page file note: maximum 10 points.
- Scenario for the preparation of a 50-page report: maximum 10 points.

2. Efficiency, quality and relevance of the methodology (including data-collection). Tenders should note that overly conceptual or abstract methodologies will not be marked favourably.

Maximum: 40 points, minimum: 50%

The points for this criterion will be distributed as follows:

- General methodology and theoretical framework(s): maximum 20 points.
- Data collection and processing, including methods foreseen to ensure maximal geographical and linguistic coverage: maximum 20 points.

3. Quality control measures, including the quality control of the deliverables, the language quality check, and continuity of the service in case of absence of leading members of the team.

Maximum: 20 points, minimum: 50%

The points for this criterion will be distributed as follows:

- Quality control (including language quality check): maximum 10 points.
- Continuity of service: maximum 10 points.

The number of points indicates the maximum marks that can be attributed to each criterion.

Tenders must score minimum 50% for each criterion and minimum 60% in total. Tenders that do not reach the minimum quality levels will be rejected and will not be ranked.

3.5.2 Financial evaluation of the tenders

When submitting the financial proposal, the tenderer must include all information on prices and may only use the forms listed in Annex III.

The financial proposal presentation form contained in Annex III must be completed in full and should not be altered in any way. Any incomplete or amended proposal shall be excluded from the evaluation procedure.

The most economically advantageous tender, i.e. the tender offering the best price-quality ratio (section 4) will be established on the basis of the total price of the evaluation scenario (price schedule 4) quoted in Annex III.

In particular, each evaluation scenario shall be based on the unit prices of the applicable professional profile and take into account the estimated total workload quoted.

Tenderers are requested to note that the forms are intended solely to provide a fair and non-discriminatory basis for comparing price bids.

Therefore, the completed forms cannot, under any circumstances, be considered to constitute a commitment on the part of the Committee to place orders for the relevant services or quantities, and cannot give rise to any right or legitimate expectation by the tenderer.

Failure to quote a price for the tasks listed in Annex III will invalidate the tender.

4. AWARD OF THE CONTRACT

The contract will be awarded to the most economically advantageous tender, i.e. the tender offering the best price-quality ratio determined in accordance to the formula below and according to the following weighting:

- quality 70% and
- price 30%.

Score for tender X	=	$\frac{\text{cheapest price}}{\text{price of tender X}}$	*	100	*	Price weighting (30/100)	+	total quality score (out of 100) for all award criteria of tender X	*	Quality weighting (70/100)
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The tender ranked in first, second and third position after applying the formula will be awarded the contract.

*

* *

ENCLOSURES:

- I. Contract Model
- II. Identification Form
- III. Forms for presenting the price bid
- IV. Declaration on honour on exclusion and selection criteria
- V. Checklist of documents to be submitted

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* *

ANNEX I

Contract Model

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ANNEX II

TENDER UNDER CALL CDR/TL2/23/2019
“Multiple framework contract for studies in the fields of Economic Policies and Governance”
FOR THE COMMITTEE OF THE REGIONS

IDENTIFICATION FORM

1. SUBMITTED by ... (i.e. the identity of the Tenderer)

	Name(s) of legal entity or entities submitting this tender	Name and first name of the legal representative⁸	SME
Tenderer / Leader			Yes <input type="checkbox"/> No <input type="checkbox"/>
Member⁹			Yes <input type="checkbox"/> No <input type="checkbox"/>
Etc ...¹⁰			Yes <input type="checkbox"/> No <input type="checkbox"/>

2. SUBCONTRACTORS (if applicable)¹¹

	Name(s) of the subcontracting companies and/or free lancers identified as sub-contractor(s)	Name and first name of the legal representative
Sub-contractor No 1		
Etc ...¹²		

⁸ The tenderer (including each member of the group in case of joint tenderer) should provide a copy of the notice of appointment of the persons authorised to represent the tenderer in dealing with third parties and in legal proceedings, or a copy of the publication of such appointment.

⁹ If the tender is being submitted by a single legal entity, the name of the legal entity should be entered as “Leader” and all other lines should be deleted.

¹⁰ Add as many lines as necessary.

¹¹ Further details on subcontractors should be provided in the Annex A of this identification form.

¹² Add / delete additional lines for sub-contractors as appropriate.

3. CONTACT PERSON for this tender (to act as focal point for all communication which may take place between the Contracting Authority and the Tenderer)

Name and position	
Legal entity	
Address	
Telephone	
e-mail	

4. PERSON AUTHORISED TO REPRESENT THE TENDERER and TO SIGN THE CONTRACT

Name and position	
Legal entity	
Address	
Telephone	
e-mail	

STATEMENT

I, the undersigned, being the authorized signatory of the above Tenderer (including all consortium members, in the case of a joint tender), hereby declare that we have examined and accepted without reserve or restriction the entire contents of the tender specifications for the tender procedure referred to above.

Signed on behalf of the Tenderer

Name	
Signature	
Date	

Annex A (to the identification form)**DETAILS OF SUBCONTRACTORS**

Official name of legal entity (or Family Name and First Name, if natural person)	
Legal status	
Registration number in the national register of companies	
Date and place of registration	
VAT number	
Date and place of birth (for natural persons)	
Identity document (for natural persons, type and number of document)	
Personal identification number (for natural persons)	
Complete address (street and number, postal code and city, country)	
Email	

ANNEX III

Forms for presenting the price bid

GENERAL REMARKS

The tenderer must present the price bid in the form of tables (see models below), indicating the total cost of each service to be delivered.

The total cost of the tasks and activities which the tenderer considers necessary to provide the services requested in this call for tender must be quoted in the different price schedules (1 to 4).

Any additional cost that has not been indicated in the price schedules cannot be covered by the Committee, except to meet an exceptional need not anticipated among the tasks listed in the schedules.

The price bid shall also include a separate estimate of travel and subsistence expenses.

The bid shall be made in Euro.

Price schedule 4 is an evaluation scenario, comprising a sample of the various tasks contained in this call for tender, and shall serve solely to compare the price bids.

The prices quoted in schedules 1 to 3 must be used to establish the prices for the various tasks to be indicated in schedule 4.

Price schedules 1 to 4 must be presented in paper form.

PRICE SCHEDULE (1): file notes and fact sheets

	TASKS TO BE CARRIED OUT	NUMBER AND ROLE OF PEOPLE REQUIRED	FIXED PRICE FOR AROUND 5 PAGES	FIXED PRICE FOR AROUND 10 PAGES	FIXED PRICE FOR AROUND 20 PAGES
	Collection of information				
	Creation and drawing up of document (A4 format = 38 lines x 60 characters)				
	Standard formatting (A4 format = 38 lines x 60 characters)				
	Translation and editing of document in English (A4 format = 38 lines x 60 characters)				
	Other (not mandatory; if included, please specify)				
	TOTAL	_____	(1.1)	(1.2)	(1.3)

PRICE SCHEDULE (2): Reports without a questionnaire

	TASKS TO BE CARRIED OUT	NUMBER AND ROLE OF PEOPLE REQUIRED	UNIT PRICE FOR AROUND 50 PAGES	UNIT PRICE FOR AROUND 100 PAGES
	Collection of information			
	Creation and drawing up of document (A4 format = 38 lines x 60 characters)			
	Standard formatting (A4 format = 38 lines x 60 characters)			
	Translation and editing of document in English (A4 format = 38 lines x 60 characters)			
	Travel expenses			
	Other (not mandatory; if included, please specify)			
	TOTAL	_____	(2.1)	(2.2)

PRICE SCHEDULE (3): Reports requiring a questionnaire

	TASKS TO BE CARRIED OUT	NUMBER AND ROLE OF PEOPLE REQUIRED	UNIT PRICE FOR AROUND 50 PAGES	UNIT PRICE FOR AROUND 100 PAGES
	Collection of information			
	Creation and drawing up of document (A4 format = 38 lines x 60 characters)			
	Standard formatting (A4 format = 38 lines x 60 characters)			
	Translation and editing of document in English (A4 format = 38 lines x 60 characters)			
	Travel expenses			
	Other (not mandatory; if included, please specify)			
	TOTAL	_____	(3.1)	(3.2)

PRICE SCHEDULE (4): Working hypothesis – Evaluation scenario

This price schedule (4) represents an evaluation scenario comprising a sample of the various tasks contained in this call for tender, and shall serve solely to compare the price bids.

TASKS TO BE CARRIED OUT		PRICE
1.1	File notes and fact sheets – fixed price for around <u>5 pages</u> (c.f. price schedule 1)	
1.2	File notes and fact sheets – fixed price for around <u>10 pages</u> (c.f. price schedule 1)	
1.3	File notes and fact sheets – fixed price for around <u>20 pages</u> (c.f. price schedule 1)	
2.1	Reports without a questionnaire – fixed price for around 50 pages (c.f. price schedule 2)	
2.2	Reports without a questionnaire – fixed price for around 100 pages (c.f. price schedule 2)	
3.1	Reports requiring a questionnaire – fixed price for around 50 pages (c.f. price schedule 3)	
3.2	Reports requiring a questionnaire – fixed price for around 100 pages (c.f. price schedule 3)	
	TOTAL	

*

* *

ANNEX IV

Declaration on honour on exclusion criteria and selection criteria

The undersigned [*insert name of the signatory of this form*], representing:

<i>(only for natural persons)</i> himself or herself	<i>(only for legal persons)</i> the following legal person:
ID or passport number: (‘the person’)	Full official name: Official legal form: Statutory registration number: Full official address: VAT registration number: (‘the person’)

The person is not required to submit the declaration on exclusion criteria if the same declaration has already been submitted for the purposes of another award procedure of the same contracting authority¹³, provided the situation has not changed, and that the time that has elapsed since the issuing date of the declaration does not exceed one year.

In this case, the signatory declares that the person has already provided the same declaration on exclusion criteria for a previous procedure and confirms that there has been no change in its situation:

Date of the declaration	Full reference to previous procedure

I – SITUATION OF EXCLUSION CONCERNING THE PERSON

(1) declares that the above-mentioned person is in one of the following situations:	YES	NO
(a) it is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended or it is in any analogous situation arising from a similar procedure provided for under EU or national laws or regulations;	<input type="checkbox"/>	<input type="checkbox"/>
(b) it has been established by a final judgement or a final administrative decision that the person is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;	<input type="checkbox"/>	<input type="checkbox"/>
(c) it has been established by a final judgement or a final administrative decision that the person is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person belongs, or by having engaged in any wrongful conduct which has an impact on its professional		

¹³ The same EU institution, agency, body or office.

credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:		
(i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract or an agreement;	<input type="checkbox"/>	<input type="checkbox"/>
(ii) entering into agreement with other persons with the aim of distorting competition;	<input type="checkbox"/>	<input type="checkbox"/>
(iii) violating intellectual property rights;	<input type="checkbox"/>	<input type="checkbox"/>
(iv) attempting to influence the decision-making process of the contracting authority during the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>
(v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>
(d) it has been established by a final judgement that the person is guilty of the following:		
(i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;	<input type="checkbox"/>	<input type="checkbox"/>
(ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 and Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, and conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, as well as corruption as defined in the applicable law;	<input type="checkbox"/>	<input type="checkbox"/>
(iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA;	<input type="checkbox"/>	<input type="checkbox"/>
(iv) money laundering or terrorist financing, within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council;	<input type="checkbox"/>	<input type="checkbox"/>
(v) terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;	<input type="checkbox"/>	<input type="checkbox"/>
(vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;	<input type="checkbox"/>	<input type="checkbox"/>
(e) it has shown significant deficiencies in complying with the main obligations in the performance of a contract or an agreement financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by a contracting authority, the European Anti-Fraud Office (OLAF) or the Court of Auditors;	<input type="checkbox"/>	<input type="checkbox"/>
(f) it has been established by a final judgment or final administrative decision that the person has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;	<input type="checkbox"/>	<input type="checkbox"/>
(g) it has been established by a final judgment or final administrative decision that the person has created an entity under a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration or principal place of business.	<input type="checkbox"/>	<input type="checkbox"/>

(h) (<i>only for legal persons</i>) it has been established by a final judgment or final administrative decision that the person has been created with the intent provided for in point (g).	<input type="checkbox"/>	<input type="checkbox"/>
(i) for the situations referred to in points (c) to (h) above the person is subject to: <ul style="list-style-type: none"> i. facts established in the context of audits or investigations carried out by the European Public Prosecutor's Office after its establishment, the Court of Auditors, the European Anti-Fraud Office (OLAF) or the internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body; ii. non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics; iii. facts referred to in decisions of entities or persons being entrusted with EU budget implementation tasks; iv. information transmitted by Member States implementing Union funds; v. decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law; or vi. decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body. 	<input type="checkbox"/>	<input type="checkbox"/>

II – SITUATIONS OF EXCLUSION CONCERNING NATURAL OR LEGAL PERSONS WITH POWER OF REPRESENTATION, DECISION-MAKING OR CONTROL OVER THE LEGAL PERSON AND BENEFICIAL OWNERS

Not applicable to natural persons, Member States and local authorities

(2) The signatory declares that a natural or legal person who is a member of the administrative, management or supervisory body of the above-mentioned legal person, or who has powers of representation, decision or control with regard to the above-mentioned legal person (this covers e.g. company directors, members of management or supervisory bodies, and cases where one natural or legal person holds a majority of shares), or a beneficial owner of the person (as referred to in point 6 of article 3 of Directive (EU) No 2015/849) is in one of the following situations:	YES	NO	N/A
Situation (c) above (grave professional misconduct)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (d) above (fraud, corruption or other criminal offence)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (e) above (significant deficiencies in performance of a contract)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (f) above (irregularity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (g) above (creation of an entity with the intent to circumvent legal obligations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (h) above (person created with the intent to circumvent legal obligations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

III – SITUATIONS OF EXCLUSION CONCERNING NATURAL OR LEGAL PERSONS ASSUMING UNLIMITED LIABILITY FOR THE DEBTS OF THE LEGAL PERSON

(3) declares that a natural or legal person that assumes unlimited liability for the debts of the above-mentioned legal person is in one of the following situations:	YES	NO	N/A
Situation (a) above (bankruptcy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (b) above (breach in payment of taxes or social security contributions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IV – GROUNDS FOR REJECTION FROM THIS PROCEDURE

(4) declares that the above-mentioned person:	YES	NO
Was previously involved in the preparation of the procurement documents used in this award procedure, where this entailed a breach of the principle of equality of treatment including distortion of competition that cannot be remedied otherwise.	<input type="checkbox"/>	<input type="checkbox"/>

V – REMEDIAL MEASURES

If the person declares one of the situations of exclusion listed above, it must indicate measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to this declaration. This does not apply for situations referred in point (d) of this declaration.

VI – EVIDENCE UPON REQUEST

Upon request and within the time limit set by the contracting authority the person must provide information on natural or legal persons that are members of the administrative, management or supervisory body or that have powers of representation, decision or control, including legal and natural persons within the ownership and control structure and beneficial owners.

It must also provide the following evidence concerning the person itself and the natural or legal persons on whose capacity the person intends to rely, or a subcontractor and concerning the natural or legal persons which assume unlimited liability for the debts of the person:

For situations described in (a), (c), (d), (f), (g) and (h), production of a recent extract from the judicial record is required or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the person showing that those requirements are satisfied.

For the situation described in point (b), production of recent certificates issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the person is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions. Where any document described

above is not issued in the country concerned, it may be replaced by a sworn statement made before a judicial authority or notary or, failing that, a solemn statement made before an administrative authority or a qualified professional body in its country of establishment.

The person is not required to submit the evidence if it has already been submitted for another award procedure of the same contracting authority¹⁴. The documents must have been issued no more than one year before the date of their request by the contracting authority and must still be valid at that date.

The signatory declares that the person has already provided the documentary evidence for a previous procedure and confirms that there has been no change in its situation:

Document	Full reference to previous procedure
<i>Insert as many lines as necessary.</i>	

VII – SELECTION CRITERIA

(1) declares that the above-mentioned person complies with the selection criteria applicable to it individually as provided in the tender specifications:	YES	NO	N/A
(a) It has the legal and regulatory capacity to pursue the professional activity needed for performing the contract as required in section 3.3.2 of the tender specifications;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(2) if the above-mentioned person is the sole tenderer or the leader in case of joint tender , declares that:	YES	NO	N/A
(b) the tenderer, including all members of the group in case of joint tender and including subcontractors if applicable, complies with all the selection criteria for which a consolidated assessment will be made as provided in sections 3.3.3 and 3.3.4 of the tender specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VIII – EVIDENCE FOR SELECTION

The signatory declares that the above-mentioned person is able to provide the necessary supporting documents listed in the relevant sections of the tender specifications and which are not available electronically upon request and without delay.

The person is not required to submit the evidence if it has already been submitted for another procurement procedure of the same contracting authority¹⁵. The documents must have been issued no more than one year before the date of their request by the contracting authority and must still be valid at that date.

The signatory declares that the person has already provided the documentary evidence for a previous procedure and confirms that there has been no change in its situation:

¹⁴ The same institution or agency.

¹⁵ The same institution of agency.

Document	Full reference to previous procedure
<i>Insert as many lines as necessary.</i>	

The above-mentioned person may be subject to rejection from this procedure and to administrative sanctions (exclusion or financial penalty) if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

Full name

Date

Signature

ANNEX V

Checklist of documents to be submitted

The purpose of the table below is to facilitate the preparation of the tender by providing an overview of the documents that must be included (marked by ■) depending on the role of each economic operator in the tender (be it lead partner, partner in joint offer, single tenderer or subcontractor).

Description	Single tenderer / Leader in a joint offer	Partner(s) in a joint offer	Subcontractor(s)
Tender identification form	■		
Original Legal entity Form	■	■	
Original Financial identification form	■		
Original declaration on honour	■	■	■ ¹⁶
Original power of attorney		■	
Original letter of intent			■
Copy of proof of legal status	■	■	
Copy of the notice of appointment of the persons authorised to represent the economic operator	■	■	
Copy of certificate of enrolment in one of the professional or trade registers in the country of establishment	■	■	
Technical section of the tender	■		
Financial section of the tender	■		

¹⁶

To be provided only for subcontractors whose capacity is necessary to fulfil the selection criteria.